

**Prudence Island Water District Board of Directors**  
**Minutes of Meeting held 8/4/12**

Meeting called to order at 1:00 p.m. Present were Moderator Harry Sterling; Board Members George Dechambeau (Treasurer), Martha Fuller (Clerk), Philip Brooks, and David Buffum. A quorum was present. Also present, System Manager Will Capron, Office Manager/Bookkeeper Donna Hammann.

**Review and Approve Minutes of June 30 meeting.** Philip Brooks moved, George Dechambeau seconded, to approve the minutes of June 30 as corrected. Passed unanimously.

**Treasurer's Report.** Distributed. George Dechambeau and Donna Hammann will meet to determine origin of overage in charges for supplies and materials. Martha Fuller moved, Philip Brooks seconded, to approve the Treasurer's Report. Passed unanimously.

**Discuss conservation stages in bylaws.** Customers Dick and Cathy Homan were present, requesting clarification of rules for Stage 2 watering restriction. The Board intends to review and clarify the bylaws over the winter, but in the meantime Philip Brooks moved, David Buffum seconded, that during Stage 2 sprinklers must be attended – user must be physically present and able to view – when in use during permitted times. Passed unanimously.

**Review responses to RFQ for Professional Engineering Services and select firms to interview.** Martha Fuller moved, Philip Brooks seconded, that the Board meet with the four applicants in Bristol on August 14. Passed unanimously.

**Facility Improvement Plan update.** Northeast Water Solutions will have someone here in mid-August, and will produce a draft plan by the end of August.

**RFP for Pump for Greer Tank.** Philip Brooks moved, David Buffum seconded, that the RFP as amended should be mailed out on Monday, August 6. Passed unanimously.

**Web site maintenance.** Martha Fuller moved, Philip Brooks seconded, that PIWD should buy Dreamweaver software for Donna Hammann and pay for her to take a course in its use. Passed unanimously.

**Further discussion of conservation stages in bylaws.** System Manager's experience is critical in determining need for restrictions. Suggestion for revision of bylaws, that since VFD and DPW use water, they should be subject to restrictions.

**Process for evaluating Water District personnel.** Information distributed to the Board.

**Office Manager/Bookkeeper's report.**

Citizens Bank	\$172,065.96
Undeposited	10,691.54

Donna Hammann will set up a new money market account, and will clarify the waiting list.

**Moderator's Report.** Distributed.

## **System Manager's Report.**

Mr. Thomas Simbro from Wright-Pierce Engineering dropped off RFQ response and was given a tour of installations on July 30.

Allen Lane project complete. Area landscaped and seeded. Rocks and ledge from project are gone, as well as rocks/ledge stockpiled at Indian Spring.

Streamflow and well monitoring done for July. Stage 2 conservation signs put up on July 12<sup>th</sup>, Donna Hammann notified. Three customers received warnings on July 17<sup>th</sup>. Informed Donna, requested she send them written reminder as well as conservation restrictions.

Repeated grounds maintenance throughout the district.

Repaired leak on Governor Paine Road between the Lowe and Sohar houses. Thanks to the Lowes for calling this in.

Repaired leak on John Oldham Road thanks to notification from renters and Fred Stevenson.

Lead/copper samples will be done after Labor Day. Mr. Anderson of Northeast Water Solutions says that is fine as long as we follow the monitoring schedule.

Request from Northeast to take more samples for Iron/manganese. Sample from #4 well may be quite high.

Bill Apps of 01056 Narragansett Avenue, renting at 01060 Narragansett, has complimented the System Manager and the district for better quality and higher volume of water.

William Moclair has been too busy to visit the Broadway pumphouse; he is scheduled to visit on Friday, August 17.

Mercier Hardware, one of our vendors, is going of business. Several Board members suggested Union Commercial on Wood Street in Bristol.

Would like to re-stain Broadway pumphouse and part of Indian Spring pumphouse.

Monthly report absent of bacteria.

**Adjournment.** Martha Fuller moved, Philip Brooks seconded. Approved unanimously.